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1984

## UNOPA Notes, Volume 22, Issue 3, February 1984

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"UNOPA Notes, Volume 22, Issue 3, February 1984" (1984). *UNOPA Newsletters*. 182.  
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## President's Message

In December, a change was made to charge guests (after the first time) \$.50 to attend the monthly meetings. Several people discussed the pros and cons of the issue. But the vote was conclusive--the majority of the members in attendance favored the change.

How this vote alters UNOPA will be determined by the members. As in all groups, not everyone has to agree with every issue but members still should support the organization as a whole. The majority of our Association saw the need for this change, and after the vote to inact it; it is now time to move on.

Change is essential for UNOPA to keep growing and developing. The absence of change would be indicative of a lack of interest on the part of the membership, and would eventually destroy our Association.

Hopefully, we are all willing to change--to grow and develop in UNOPA.

Jan Meisenbach  
UNOPA President

### VDT Hazards Update

An estimated 10 million video display terminals (VDTs) are now in use. But VDT worker complaints of neck and back pain, cataracts, miscarriages and birth defects are causing worry.

Researchers find no evidence that VDTs injure the health of those who use them. A recent study by the national Research Council found that eyestrain can be blamed more on job monotony and poor office design than on VDT radiation. The National Association of Working Women, 9 to 5, has launched a VDT hotline to answer and gather more information. Call 800-521-VDTS. In Ohio, 800-552-VDTS.

**EDITOR'S NOTE:** The articles appearing in this newsletter (VDT Hazards Update, Quitting With Class, Just Can't Say No, & Friends & Work--Not a Good Mix) were reprinted from the magazine "Women's World."

Current Membership 204

## Coming Events:

**February 3**--Boss of the Year Nominations are due.

**February 7**--UNOPA Board Meeting, 117 Ag Hall, EC, 11:45 a.m.

**February 14**--UNOPA Gen. Membership Meeting, City Campus Union, 11:45 a.m., Speaker: Karl Kuivinen, Dir. of Polar Ice Coring Office (PICO). Dept. Speaker: Jean Still, Univ. Foundation.

**February 23**--UNOPA Board Meeting, 117 Ag Hall, 11:45 a.m.

**February 29**--Nominations due for Sue Tidball Award for Creative Humanity.

**March 6**--UNOPA Board Meeting, 11:45 a.m., 117 Ag Hall.

**March 13**--UNOPA General Meeting, 11:45 a.m., East Campus Union. Speaker: State Senator Shirley Marsh.

**March**--UNOPA Workshop, details later.

**March-April**--Three informational training sessions concerning job classifications, transfer system, etc. Details later.

# UNOPA



# NOTES

## Alice Torwirt Submits Plan For Grade Reports

Thanks to a plan submitted by UNOPA member, Alice Torwirt, students will now be able to receive their grade reports prior to registration. Previously, grade reports were mailed to the student at their home address.

Alice who has been a supervisor in the Records Office for 15 years, said there was more than one reason for the change. "For several years my supervisor Shirley Thompson any myself have talked about using this procedure. Then, this year when the Chancellor came out asking departments to cut 2% from their budgets, we felt this would be as good a time as any to try it out."



Alice Torwirt

Ted Pfeifer, UNL's Director of registration and records approved Torwirt's proposal. If everything works out, it is estimated that the new procedure could save the university around \$4,000 a year. "The financial savings,

however," says Alice, "was just part of it." She explains that the first semester is unique since the close down over the Christmas holiday delays the processing of grade rosters. By the time grade reports do get mailed to their home address, most students have already left on vacation or returned to school. More chaos is created when students flock to the Records office in need of their records in order that they may register for classes. "We really felt we could serve the students better by having those grades here available for them, rather than somewhere else where they don't have any access to them," says Torwirt.

Alice has served UNOPA in various aspects. During her 14 year membership, she has served as President, Vice President, Newsletter Editor, and has worked on several differnt committees. She is also very active in the national and state organizations NAEOP and NEOPA.

Alice is just one example of how members of UNOPA are aiding in the progressive development of the University system. Like Alice, we all have opinions and ideas about improving our system. Lets not be afraid to share them.

## Nominations Reminder

There are many caring people that touch your life every day. Show your appreciation through your nomination of a caring person for the Sue Tidball Award for Creative Humanity.

Reread the flyer you received in January and think about that one particular person (whether a secretary, clerk, janitor, or dept. head) who has shown caring attitudes and relationships that are likely to have a lasting effect on individual lives. Request a form and follow the nominations guidelines. Nominations are being accepted until February 29. UNOPA contact person is Kathy Martin, 2-3415.

UNOPA

NOTES

UNIVERSITY OF NEBRASKA, 211 Nebraska Hall  
Lincoln, Nebraska 68588-0522  
Julie Curran--Editor, 472-2002  
Circulation No. 240

Watmore, Sandy  
113 W. Stad  
0212

UNOPA NOTES is published 5 times a year: October, December, February, April and June. Distribution is to members only. Contributions are invited and should be sent to the editor by the 5th day of the month previous to publication.



UNIVERSITY OF NEBRASKA OFFICE PERSONNEL ASSOCIATION-LINCOLN, NEBRASKA

Quitting With Class

After months of weighing the options, you've finally decided to quit your job. Now you've got to break the news to your boss.

Some of us fantasize that it's also the time to tell our boss what we **really** think of him. **Don't.** It's a luxury few of us can afford--no matter how horribly you think the company or your boss has treated you. If you're staying in the same field--and even if you're not--chances are you'll run into your boss again. Since you may need to use him as a reference for future positions you will want to ensure that he'll say only good things about you afterward.

It's considered polite to give a minimum of two weeks' notice. If you're in a position where it's hard to find a replacement, three to four weeks' notice is appreciated by your employer.

When you're ready to let your boss know--and he should hear it from you first, **not** from the office grapevine--arrange for a private meeting. This is the time to be at your most professional and congenial.

Tell him where you're planning to go or what you're planning to do, but do not blame him or the company for anything. Conclude by saying you've enjoyed working with him and that you'd like to do all you can to help with the transition.

Then follow through with your promise--even helping train a replacement if necessary. Keep in mind that as tempting as it may be, giving notice does not mean that you don't have to put in a full day's work or that it's OK to come in late, take long lunches or leave early. You want to leave a good impression behind and the way you act after giving notice will indicate just how professional you are.

UNOPA Officers 1983-84

<b>PRESIDENT</b> Jan Meisenbach 114 Ag Hall 0700 2-2805	<b>CORRESPONDING SECRETARY</b> Sandy Matmore 113 W. Stad. 0212 2-2195	<b>WAYS &amp; MEANS DIRECTOR</b> Jan Wassenberg 308 Admin. 0419 2-2166
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**Please Note:**  
New Publicity Chairperson--Denise Dredge  
Name change--Cathy Dolen to **Cathy Roach**

Just Can't Say No?

You want to be nice. You want to be helpful. Your boss asks you to type his son's term paper. A co-worker asks you to punch her time card so she can leave early. You want to say "no," yet invariably you end up saying "yes."

Mitchell J. Posner, author of **Executive Essentials** (Avon), says this problem has many causes, including:

- Lack of confidence and assertiveness
- The need to feel useful.
- The desire to avoid confrontation or unpleasantness.

Some solutions from Posner:

- If you think "no," don't hesitate--say it before your ambivalence betrays you.
- Don't get defensive and make excuses.
- If you want to say "no" and can't think of a valid reason, don't offer one or remain silent until you can.

Friends and Work--  
Not A Good Mix

At one time or another we've all thought how great it would be to work alongside our best friends. If you're still harboring such thoughts, think again!

In the highly competitive world of work, friendship and job can be a dangerous mix. Both can suffer.

Consider the experience of Nancy and Joanna, who jumped at the chance to work together. After two weeks in a small, competitive office, their friendship deteriorated to the point where the two women no longer spoke.

What happened, says psychotherapist Sharon Hymer, was clear case of acting out a sibling rivalry. Joanna, who was there first, felt threatened by Nancy's presence and competition.

Some people make it a firm rule never to work with close friends. Carol, a manager of a dress shop, says, "I believe in keeping business and pleasure very separate. I'd never want to put my close friendships under the test of a pressurized work situation."

Before you consider such a move, think it through carefully. Management consultant Janice LaRouche advises, "You have to analyze your friendship and decide: Can you keep the competitiveness and envy under control?"

Although it may sound selfish, you're the only one really concerned about your career. "You have to look at the situation strategically," says LaRouche. **Don't** do it to be nice! Instead, think: Will it be good for my career?"

Hymer counsels that it's best never to suggest that a friend apply for a job that's in direct competition with yours or under the same boss.

FINANCIAL SUPPORT  
AVAILABLE

In 1981, several UNOPA members raised a concern about the availability of educational financial assistance from the University of Nebraska Foundation for UNOPA members. Now, 1984, this funding is merely an unknown to many members. Therefore, a brief explanation follows for your review.

In 1979, two funds were created at the Foundation to be administered by UNOPA. In 1981, a decision was made to use these funds for the professional growth of the office/service staff at UNL. This development fund is to be issued to UNOPA members for: 1) monetary support for attendance at workshops/seminars at UNL; and 2) monetary reimbursement for expenses incurred for improvement of skills and on-the-job performance which are not reimbursed through other means (i.e., Community classes).

Now, in 1984, these funds are still available for your use. A University of Nebraska Foundation representative will discuss the Foundation and this funding at the February UNOPA meeting. Plan to attend that meeting. Application for monetary reimbursement and any questions should be directed to Betty Castan, Professional Growth Chairperson, 2-3035.

Know This:

UNOPA REPRESENTATION ON UNIVERSITY COMMITTEES

UNOPA representatives on UNL committees this year are as follows:

**Campus Parking Advisory Committee**  
Bernice Goemann---(until Aug. 1985)  
2-3471

**Parking Appeals Committee**  
Janet Wagner---(until Aug. 1986)  
2-3567

**UNL Campus Police Committee**  
Jan Wacker---(until Aug. 1984)  
2-1912

**Campus Safety Committee**  
Linda Mazer---(until Aug. 1984)  
**UNL Credit Union Board of Directors**  
Linda Arnold---(until election in March 84)  
2-2045

**UNL Fringe Benefits Committee**  
Cathy Dolen Roach --- (until Aug. 1984)  
2-2600

**U-Wide Fringe Benefits Committee**  
Mary Metzger---(until Aug. 1986)  
2-2805

**Chancellors Commission on the Status of Women**  
Kathy Martin---(1983-86)  
2-3415

**Human Rights Committee**  
Renae Schmidt---(until Aug. 1984)  
2-3745

**Sue Tidball Award for Creative Humanity**  
Charlotte Jackson (2-1650)  
Kathy Martin (2-3415)

Remember, these individuals are here to represent **you**. Please contact them if you have any questions.

Volunteering...

An  
Employee  
Benefit

Volunteer Bureau —  
A Voluntary Action Center



We all have something to contribute to those in need. Besides providing invaluable service to those less fortunate, there are many personal benefits you can receive from volunteering. Pride of accomplishment, personal growth and increased self worth are just a few.

The Volunteer Bureau of Lincoln and Lancaster County received more than 1,600 requests for volunteers from over 200 agencies last year. They were able to place 807 individuals and groups to meet those needs. Who volunteered for the 800 tasks? You can help fill that gap.

What Can You Do?

The possibilities are limitless. Here are just a few:

1. Tutoring or assisting in recreational activities for children, youth or older people.
2. Fix up the home, do yard work, or shovel snow for elderly or handicapped people who can't do the work themselves.
3. Provide companionship and emotional support to teens, senior citizens, physically or mentally disabled adults, bereaved persons or legal offenders of all ages.
4. Volunteer for hospital or nursing home helping to improve the quality of life.
5. Provide assistance at the agency or in your home. Typing, filing, phone work, sewing or updating mailing lists can be very helpful.

Who Do You Contact?

The Volunteer Bureau is a Division of United Way, Lincoln & Lancaster County. For more information on how you can become a volunteer write, call or visit:

VOLUNTEER BUREAU  
215 Centennial Mall, South  
Rm. 217, Lincoln Center Building  
Lincoln, Nebraska 68508  
Phone: 474-6218